

## **Motor Carrier Guidelines For the International Registration Plan (IRP), International Fuel Tax Agreement (IFTA), Single State Registration of Federally Regulated Interstate Carriers, and For-Hire Intrastate Operating Authority**

This pamphlet contains guidelines for interstate carriers applying for the International Registration Plan (IRP), International Fuel Tax Agreement (IFTA), Single State Registration (SSRS), and for intrastate carriers applying for For-Hire Intrastate Operating Authority.

### **Need Help?**

If you have questions concerning any of these motor carrier programs, contact a Department of Motor Vehicles (DMV) Motor Carrier Services representative at the following telephone numbers:

- (866) 878-2582 (voice) Toll Free
- (800) 272-9268 (deaf and hearing impaired only)
- (804) 367-0273 (fax)
- mcsonline@dmv.virginia.gov (e-mail)

### **What is IRP?**

The International Registration Plan (IRP) is a method of registering fleets of vehicles that travel in two or more jurisdictions. A fleet, for IRP purposes, is comprised of one or more vehicles that pay registration fees in multiple states. Fees are calculated according to the miles you travel in each jurisdiction and other variables. All fees are paid to your base jurisdiction which then distributes them to the other jurisdictions in which you requested apportioned registration. IRP registrations must be renewed each year.

### **What vehicles qualify for apportioned registration?**

Vehicles that:

- travel in two or more IRP jurisdictions (including Virginia);
- are used for transporting persons or property;
- have a registered gross vehicle weight or actual weight in excess

of 26,000 pounds (property carrying vehicle);

- are a power unit with three or more axles regardless of weight, including buses;
- are used in combination and the actual weight of the combination exceeds 26,000 pounds.

### **What vehicles are exempt from IRP registration?**

- government-owned vehicles;
- trailers and semi-trailers;
- charter buses;
- vehicles displaying restricted plates such as equipment, dealer or farm plates;
- recreational vehicles, such as motor homes, that are not used in connection with a business.

### **How do I apply?**

- complete the Virginia Apportioned Registration Application (form IRP1);
- DMV will process your application, calculate the fees due to each jurisdiction, and provide an invoice showing what you owe.

### **What is received and required?**

- Carriers are issued one cab card (registration) and license plates for each vehicle in the fleet.

### **What is IFTA ?**

The International Fuel Tax Agreement (IFTA) is an agreement between states and Canadian provinces which allows a carrier to register and pay motor fuel road tax in the carrier's home or base state. Revenues collected from this tax help, in part, to build and maintain our roads and highways. The Virginia road use tax rate is 19.5 cents per gallon of fuel.

All states and Canadian provinces participate in the IFTA program, except Alaska and Hawaii, Washington DC, Northwest Territories, Yukon Territory and Territory of Nunavut.

You must have a Virginia International Registration Plan (IRP) account in order to qualify for a Virginia IFTA account. If you operate a leased vehicle that has IRP apportioned license plates, you must furnish DMV a legible copy of your lease agreement.

### **Who needs to apply for IFTA?**

You must apply for licensing if you operate any of the following motor vehicles within and outside Virginia:

- vehicles that have two axles and a gross vehicle weight or registered gross vehicle weight of more than 26,000 pounds; or
- vehicles that have three or more axles regardless of weight; or
- vehicles that are used in combination, when the combined weight is more than 26,000 pounds gross or registered gross vehicle weight at any time.

These vehicles are called qualified vehicles.

Gross vehicle weight is the maximum weight of the vehicle and its load.

Motor carriers operating qualified vehicles not registered under IRP will be charged \$100 per year per vehicle at the time of registration and the renewal of license plates. Vehicles can be exempted from the \$100 fee if the carrier includes all qualified vehicle operations on his quarterly IFTA tax reports. The vehicles must be identified on the original IFTA and/or renewal application.

### What vehicles are exempt from IFTA reporting requirements in Virginia? (This may not apply in other jurisdictions)

- recreational vehicles (such as motor homes used exclusively for personal pleasure by an individual and not used in connection with any business endeavor); and
- the first two trucks or tractor trucks that are licensed in Virginia and are used for farm use only (as defined by Va. Code § 46.2-698) and are not licensed in another state; and
- vehicles owned by a licensed motor vehicle dealer that are operated without compensation for purposes related to a sale or for demonstration; and
- vehicles owned and operated by federal, state, or local governments. This exemption does not apply to vehicles operated under a contract with the government; and
- vehicles or equipment such as well-drills, cranes, etc., if the vehicle is not required to display license plates and is moved under a special permit. Vehicles operated under an equipment plate are not exempt.

### How do I apply?

To apply for IFTA licensing:

- complete the IFTA Tax Licensing Application (form RDT120)
- include \$10 for each vehicle to obtain your IFTA decals.

Decals are issued in one set of two decals per qualified motor vehicle and are non-refundable.

### What is received and required?

- You will receive an IFTA license and IFTA decals for your vehicles which will allow you to travel in all other IFTA jurisdictions (for motor fuel road tax purposes only).

- You will not be required to file motor fuel road tax reports in other IFTA jurisdictions. You will file one quarterly tax report with the Virginia DMV for the total tax or refund due for all IFTA jurisdictions. DMV will report your operations and distribute tax payments to those IFTA jurisdictions in which you travel.

### What tax reports must I file?

DMV will mail a tax report to you each quarter. You must file your quarterly report by:

April 30	October 31
July 31	January 31

As an IFTA carrier, you will receive a tax report form for reporting operations in all IFTA jurisdictions.

### What if I do not file my tax reports on time?

If your report is not postmarked or received by DMV by the due date, or if you do not pay the total tax due by the deadline, you must pay a late fee of \$50 or 10 percent of the total tax due, whichever is greater. You must still file a report even if you had no operations to report and it must be received by DMV or postmarked by the due date.

### What is the Single State Registration System? (SSRS)

In 1991, Congress passed legislation to implement an insurance registration program for for-hire interstate carriers regulated by the U.S. government. This program is called the Single State Registration System (SSRS). Under the SSRS program, you will file proof of insurance and registration fees with your base state for all SSRS states in which you travel. Your base state will disburse those insurance registration fees to other states for you. You will receive one registration receipt from your base state which will serve as proof of insurance for all states in which you travel.

### Who must apply for SSRS registration?

You must apply for SSRS registration in Virginia if:

- you have been granted operating authority by the federal government; and
- your principal place of business is in Virginia.

Delaware, Maryland, New Jersey, Pennsylvania, and Florida do not operate as SSRS base states. If you are based in one of these states, you must select the state where you operate the most vehicles as your base state for the purpose of proof of insurance.

### How do I apply?

To register in Virginia for SSRS, submit the following to DMV:

- Single State Registration Application RS 1 form (SSRS 40).
- Virginia SSRS Fee Schedule RS 2 form (SSRS 41).

Carriers based in Delaware, Maryland, New Jersey, Pennsylvania, and Florida selecting Virginia as their SSRS base state will have different RS 2 fees depending on their base state. Carriers based in these states should contact DMV Motor Carrier Services for an RS 2 form with fees for their base state.

- Federal Designation of Process Agent-federal form BOC 3 available from process agent services.
- Copy of Federal Operating Authority.
- Insurance form BMC91X (from your insurance company).
- Fee (as calculated on the RS 2 form).

You will receive:

- an SSRS receipt (form RS 3).

The SSRS receipt grants authority for the number of vehicles listed on the RS 2 form to travel through the states indicated on the RS 2. A copy of the SSRS receipt must be carried in each qualified motor vehicle.

### What if I add vehicles to my fleet and/or add states of travel?

To add additional vehicles or states of travel, submit the following to DMV:

- SSRS Fee Schedule (RS 2) form.

Carriers based in Delaware, Maryland, New Jersey, Pennsylvania, and Florida selecting Virginia as their SSRS base state will have different RS 2 fees depending on their base state. Carriers based in those states should contact DMV Motor Carrier Services for a Supplemental RS 2 form with fees for their base state.

- Fee (as calculated on the Supplemental RS 2 form).

You will receive:

- an SSRS supplemental receipt (form RS 3).

### What is For-Hire Intrastate Operating Authority?

For-hire Intrastate Operating Authority is authorization to provide or to arrange for-hire transportation of passengers and property within Virginia.

### Who must obtain operating authority?

Any motor carrier who operates for-hire and who wishes to transport passengers or property in Virginia or any broker who wishes to arrange for transportation of passengers or property in Virginia must apply for for-hire Intrastate Operating Authority.

### How do I apply?

The application you must submit depends on the type of service you want to provide. Use the chart on the following page to determine if you need to obtain a permit, a license or a certificate.

For a certificate or license, you must:

- submit a completed For-Hire Intrastate Operating Authority Certificate or License Application (OA 141), and
- submit all documentation outlined in the application, and
- file a surety bond (see Surety Bond), and
- pay a \$50 filing fee.

If your certificate application is approved, you will be required to file proof of insurance (see Insurance).

Prior to approving a license or certificate application, DMV may consider your experience, qualifications, character, fitness, compliance with all operating requirements, and need for the service. If your application is denied, you may, within 30 days, request a hearing to appeal the decision.

For a permit, you must:

- submit a completed For-Hire Intrastate Operating Authority Permit and/or Decal Application (OA 142), and
- have your insurance company file proof of liability insurance (see Insurance), and
- pay a \$50 filing fee if you are applying for a Taxicab or Employee Hauler Permit.

### Surety Bond

If you are applying for a certificate or license you must have an insurance or bonding company file a surety bond with DMV. Use the following list to determine which bond form you need:

- Passenger Carrier and Passenger Broker Bond (OA 435),

- Household Goods Carrier Bond (OA 436),
- Broker for the Transportation of Property Bond (OA 437).

### Insurance

The minimum insurance coverage amounts for each authority type are listed on the chart on the following page. Your insurance company must submit Form E as proof of liability coverage and submit Form H as proof of cargo coverage.

### What fees will I pay?

\$3 passenger carrier (annual per vehicle fee)

\$10 property carrier (annual per vehicle fee)

\$3 duplicate certificate, license permit fee

\$50 filing fee may be required.

### What vehicles can I use under my authority?

You may operate any vehicle that is properly registered as for-hire and that displays appropriate For-Hire license plates.

Some authority types restrict you to certain types of vehicles. (See the chart on the following page.)

### How do I register new vehicles?

If the vehicle is registered under IRP, submit a For-Hire Intrastate Operating Authority Permit and/or Decal Application (form OA 142) and pay the applicable fee(s). If the vehicle is not registered under IRP, provide your operating authority information and pay the applicable fee when you apply for your for-hire license plates.

### For-Hire Intrastate Operating Authority Information Chart

Type of Operation		General Information	Minimum Insurance and Bond Requirements	Apply For
<b>Broker</b>	Transportation of Passenger Broker	a person who arranges for transportation of passengers by companies authorized by DMV to transport passengers and who is not a motor carrier or an employee or agent of a motor carrier.	<u>Insurance</u> None <u>Surety Bond</u> \$25,000	License
	Transportation of Property Broker	a person who arranges for transportation of property by companies authorized by DMV to transport property and who is not a motor carrier or an employee or agent of a motor carrier.	<u>Insurance</u> None <u>Surety Bond</u> \$25,000	License
<b>Property Carrier</b>	Bulk Property Carrier	a person who transports only bulk commodities or who operates wreckers for-hire. Bulk Commodities: a non-liquid, non-gaseous commodity shipped loose or in mass/aggregate and which in the loading and unloading thereof is ordinarily shoveled, scooped, forked, or mechanically conveyed or which is not in container, or in units of such size to permit piece-by-piece loading and unloading.	<u>Insurance</u> \$750,000 bodily injury & property damage <u>Surety Bond</u> None	Permit
	Household Goods Carrier	a person who transports only household goods. Household Goods: personal effects and property used or to be used in a dwelling, when a part of the equipment or supplies of such dwelling, and similar property if the transportation of such effects or property is (i) arranged and paid for by the householder, including transportation of the property from a factory or store when the property is purchased by the householder with intent to use it in his dwelling or (ii) arranged and paid for by another party.	<u>Insurance</u> \$750,000 bodily injury & property damage \$50,000 cargo <u>Surety Bond</u> \$50,000	Certificate
	Property Carrier	a person who transports general freight or household goods only if the household goods are delivered to a place that is 30 miles or less from the place where the goods were picked up.	<u>Insurance</u> \$750,000 bodily injury & property damage \$50,000 cargo <u>Surety Bond</u> None	Permit
<b>Passenger Carrier</b>	Contract Bus Carrier	a person who contracts to transport groups of passengers using only charter buses and who charges a group fee. Vehicle Restrictions: may operate charter buses only. Charter Bus: a motor vehicle manufactured with a minimum seating capacity of 32 passengers or more, excluding the driver.	<u>Insurance</u> \$5,000,000 bodily injury & property damage <u>Surety Bond</u> \$25,000	Certificate
	Contract Passenger Carrier	a person who contracts to transport groups of passengers and who charges a group fee.	<u>Insurance</u> bodily injury & property damage \$350,000 - 1 to 6 passengers (including driver) \$1,500,000 - 7 to 15 passengers (including driver) \$5,000,000 - 16 or more passengers (including driver) <u>Surety Bond</u> \$25,000	Certificate
	Employee Hauler Carrier	a person who transports employees of a business to and from their place of work.	<u>Insurance</u> bodily injury & property damage \$350,000 - 1 to 6 passengers (including driver) \$1,500,000 - 7 to 15 passengers (including driver) \$5,000,000 - 16 or more passengers (including driver) <u>Surety Bond</u> None	Permit
	Common Carrier - Irregular Route	a person who transports the general public for individual fees over any routes within specified areas of Virginia. Vehicle Restriction: may operate only vehicles designed to carry no more than 15 persons, including the driver.	<u>Insurance</u> bodily injury & property damage \$350,000 - 1 to 6 passengers (including driver) \$1,500,000 - 7 to 15 passengers (including driver) <u>Surety Bond</u> \$25,000	Certificate
	Common Carrier - Regular Route	a person who transports the general public for individual fees over specific routes.	<u>Insurance</u> bodily injury & property damage \$350,000 - 1 to 6 passengers (including driver) \$1,500,000 - 7 to 15 passengers (including driver) \$5,000,000 - 16 or more passengers (including driver) <u>Surety Bond</u> \$25,000	Certificate
	Non-Profit/ Tax-Exempt Passenger Carrier	a non-profit corporation that uses only minibuses to transport its own members or the elderly, disabled, or economically disadvantaged members of a community. Vehicle Restrictions: may operate minibuses only. Minibus: any motor vehicle having a seating capacity of not less than seven nor more than 31 passengers, including the driver, and used in the transportation of passengers.	<u>Insurance</u> bodily injury & property damage \$1,500,000 - 7 to 15 passengers (including driver) \$5,000,000 - 16 passengers (including driver) <u>Surety Bond</u> None	Permit
	Sight Seeing Carrier	a person who transports the general public to and from points of interest in Virginia primarily for the passengers' experience and enjoyment and/or to promote tourism.	<u>Insurance</u> bodily injury & property damage \$350,000 - 1 to 6 passengers (including driver) \$1,500,000 - 7 to 15 passengers (including driver) \$5,000,000 - 16 or more passengers (including driver) <u>Surety Bond</u> \$25,000	Certificate
	Taxicab	a person who transports passengers in a vehicle designed to transport no more than 6 passengers, excluding the driver.	<u>Insurance</u> \$125,000 bodily injury & property damage <u>Surety Bond</u> None	Permit